



Mail or Fax to: The City of Auburn Finance Department, 25 W Main Street, Auburn WA 98001
Telephone # 253-931-3038 Fax # 253-876-1900

FINANCE DEPARTMENT
UTILITIES DIVISION
TENANT RELEASE

For Office Use Only

Date Received: _____
Received By: _____
How Received: _____ Counter/Mail/Fax

Today's Date: ____/____/____

City of Auburn Utility Acct# _____

Effective date: ____/____/____ (Date tenant is moving in)

This must be completed or the paperwork will not be processed. We do NOT back date service.

Please add tenant to
billing for this address:

Service Address

Tenant Name:

Tenant Billing Address:

Tenant Billing Address

Tenant City/State/Zip

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Tenant Phone Number

I understand that the utility bill will remain my responsibility and I agree to pay it if my tenant does not. I understand that utility billings are a lien against the property served and that failure to pay same will result in foreclosure of such lien as prescribed by the laws of the State of Washington.

For accuracy of billing, it is my responsibility to notify you of vacancy or other changes in billing information as soon as possible. If I fail to notify the City of changes in occupancy, it will be my responsibility to work out how the bill will be prorated with my tenant.

I also understand that the utility bill will not be sent to the tenant until all accounts for this address are in good standing, with all previous account balances paid. This additional tenant billing is an accommodation to me, but I remain the party with whom the City is contracting for utilities. **This accommodation is for my sole benefit and does not create a contractual relationship between the tenant and the City of Auburn.**

I also understand that **each time** there is a change of tenants, I must renew this agreement. Each time I close an account there will be a **Final Bill Fee** and each time I open a new account there will be a **New Account Set-Up Fee**. These fees are listed at www.auburnwa.gov in the Utilities section. I further understand that if neither the tenant nor I pay any unpaid bill on this account that no similar agreement will be allowed by the City of Auburn.

Property Owner Signature

Property Owner Mailing Address

Property Owner City/State/Zip

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Property Owner Telephone Number